

	Portales Police Department	SOP #	211.01
	Standard Operating Procedure & Policy	OPR. #	11.01-11.06
	Court Security		
1700 N. Boston St. Portales NM, 88130		Approval:	Pat Gallegos, Chief of Police
(575) 356-4404			

## I. COURTROOM/COURTHOUSE SECURITY

- A. Courthouse security falls under the control of the Roosevelt County Sheriff's Office. The Portales Police Department will assist the Roosevelt County Sheriff's Office with physical plans, security operations, special operations needs, high risk trial and emergency procedures for fire/bomb and escape. The Portales Police Department will assist the Roosevelt County Sheriff's Office with manpower and equipment needs with the approval of the Chief of Police or his designee.
- B. District and Magistrate Courtroom security
  1. Will fall under the Roosevelt County Sheriff's Office.
- C. Municipal Courtroom security
  1. The Municipal Court is not located at the Portales Police Department therefore the developing of physical plans, security operations, special operations needs on a case by case basis with the approval of the Chief of Police or his designee.
  2. The Municipal Court is not located at the Portales Police Department therefore fire and bomb evacuations will be handled by the court procedures.
- D. The Portales Police Department will conduct searches of Municipal court as deemed necessary by the Municipal Judge concerning contraband and any item that may present a threat to building occupants.
- E. All officers of the Portales Police Department will utilize holding cells in the Magistrate Court if requested to do so by court personnel.